

ire list, both between and within entries (see fig. 9). Continue the list as many pages as necessary.

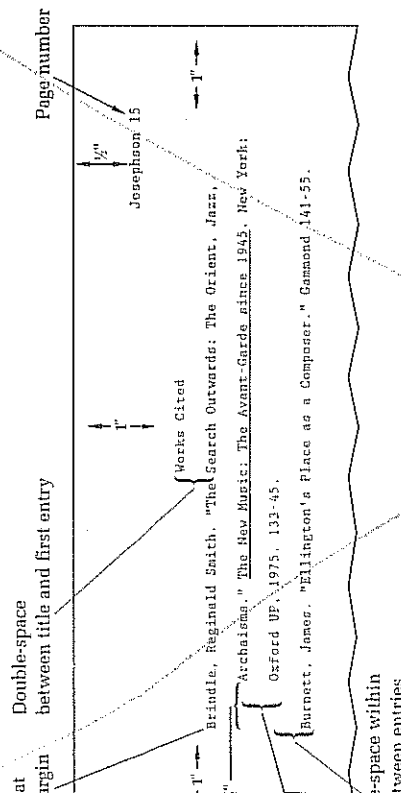


Fig. 9. The top of the first page of a works-cited list.

### 5. ARRANGEMENT OF ENTRIES

In general, alphabetize entries in the list of works cited by the author's last name, using the letter-by-letter system. In this system, the alphabetical order of names is determined by the letters before the commas; it separates last names and first names. Spaces and other punctuation marks are ignored. The letters after the commas are considered only when two or more last names are identical. The following examples are alphabetized letter by letter. (For more information on alphabetizing foreign names, see 2.8.)

- Descartes, René
- De Sica, Vittorio
- MacDonald, George
- McGullers, Carson
- Morris, Robert
- Morris, William
- Morrison, Toni
- Saint-Exupéry, Antoine de
- St. Denis, Ruth

Author's name  
Title  
Publisher  
Date of publication  
-ABC

If two or more entries citing coauthors begin with the same name, alphabetize by the last names of the second authors listed.

- Scholes, Robert, and Robert Keillogg
- Scholes, Robert, Carl H. Klaus, and Michael Silverman
- Scholes, Robert, and Eric S. Rabkin

If the author's name is unknown, alphabetize by the title, ignoring any initial *A*, *An*, or *The*. For example, the title *An Encyclopedia of the Latin-American Novel* would be alphabetized under *e* rather than *a*. An alphabetical listing makes it easy for the reader to find the entry corresponding to a citation in the text.

Other kinds of bibliographies may be arranged differently. An annotated list, a list of works consulted, or a list of selected readings for a historical study, for example, may be organized chronologically by publication date. Some bibliographies are divided into sections and the items alphabetized in each section. A list may be broken down into primary and secondary sources or into different research media (books, articles, recordings). Alternatively, it may be arranged by subject matter (literature and law, law in literature, law as literature), by period (classical utopia, Renaissance utopia), or by area (Egyptian mythology, Greek mythology, Norse mythology).

### 4.6. CITING BOOKS AND OTHER NONPERIODICAL PUBLICATIONS

#### 4.6.1. The Basic Entry: A Book by a Single Author

One of the most common items in students' works-cited lists is the entry for a book by a single author. Such an entry characteristically has three main divisions:

Author's name. Title of the book. Publication information.

Here is an example:

Wilson, Frank R. *The Hand: How Its Use Shapes the Brain, Language, and Human Culture*. New York: Pantheon, 1998.

## Author's Name

Reverse the author's name for alphabetizing, adding a comma after the last name (Porter, Katherine Anne). Put a period after the complete name.

Wilson, Frank R.

Apart from reversing the order, give the author's name as it appears on the title page. Never abbreviate a name given in full. If, for example, the title page lists the author as "Carleton Brown," do not enter the name as "Brown, C." But use initials if the title page does.

Eliot, T. S.

McLuhan, H. Marshall.

You may spell out a name abbreviated on the title page if you think the additional information would be helpful to readers. Put square brackets around the material you add.

Hinton, S[usan] E[loise].

Tolkien, J[ohn] R[onald] R[euel].

Similarly, you may give the real name of an author listed under a pseudonym, enclosing the added name in square brackets.

Le Carré, John [David Cornwell].

In general, omit titles, affiliations, and degrees that precede or follow names.

## ON TITLE PAGE

Anthony T. Boyle, PhD

Sister Jean Daniel

Gerard Manley Hopkins, SJ

Lady Mary Wortley Montagu

Sir Philip Sidney

Saint Teresa de Jesús

A suffix that is an essential part of the name—like *Jr.* or a roman numeral—appears after the given name, preceded by a comma.

Rockefeller, John D., IV.

Rust, Arthur George, Jr.

## Title of the Book

In general, follow the recommendations for titles given in 2.6. State the full title of the book, including any subtitle. If the book has a subtitle, put a colon directly after the main title, unless the main title ends in a question mark, an exclamation point, or a dash. Place a period after the entire title (including any subtitle), unless it ends in another punctuation mark. Underline the entire title, including any colon, subtitle, and punctuation in the title, but do not underline the period that follows the title.

Wilson, Frank R. The Hand: How Its Use Shapes the Brain,  
Language, and Human Culture.

## Publication Information

In general, give the city of publication, publisher's name, and year of publication. Take these facts directly from the book, not from a source such as a bibliography or a library catalog. The publisher's name that appears on the title page is generally the name to cite. The name may be accompanied there by the city and date. Any publication information not available on the title page can usually be found on the copy-right page (i.e., the reverse of the title page) or, particularly in books published outside the United States, on a page at the back of the book. Use a colon between the place of publication and the publisher, a comma between the publisher and the date, and a period after the date.

Wilson, Frank R. The Hand: How Its Use Shapes the Brain,  
Language, and Human Culture. New York: Pantheon,  
1998.

If several cities are listed in the book, give only the first. For cities outside the United States, add an abbreviation of the country (or of the province for cities in Canada) if the name of the city may be ambiguous or unfamiliar to your reader (see 6.3 for abbreviations of geographic names).

Manchester, Eng.

Sherbrooke, PQ

Shorten the publisher's name, following the guidelines in 6.5. If the year of publication is not recorded on the title page, use the latest copyright date.